

BUDGET LETTER

SUBJECT: CONTROL SECTION 3.90 REDUCTIONS	NUMBER: 09-10
REFERENCES: PAY LETTER 09-02; PERSONNEL MANAGEMENT LIAISON MEMOS 2009-007, 2009-010, 2009-013, 2009-014, AND 2009-017; EXECUTIVE ORDER S-16-08	DATE ISSUED: April 3, 2009
	SUPERSEDES:

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Budget Officers are required to forward a copy of this Budget Letter (BL) to departmental Personnel and Labor Relations Officers.

This BL provides instructions to schedule reductions to appropriations pursuant to Control Section 3.90 (CS 3.90) of the Budget Act of 2008, as amended by Chapter 2, Statutes of 2009, Third Extraordinary Session. CS 3.90 authorizes the Department of Finance (Finance) to reduce appropriations to reflect employee compensation reductions achieved through existing administrative authority and collective bargaining.

Finance budget staff will notify the departments identified in Attachment 1 of their respective reduction amount. Departmental budget staff must complete and submit a scheduling worksheet (Attachment 2) to their Finance Budget Analyst no later than **Tuesday, April 14, 2009**. The completed Attachment 2 must tie to the departmental reduction amount. Submit only one Attachment 2 per department. Additional lines may be added for multiple items of appropriation within the same worksheet; do not include a separate attachment for each item of appropriation. See Attachment 2 Sample for scheduling details. Because the basis for this reduction includes furloughs, there will be a reduction in each item and program that has personal services.

If you have any questions, please contact your Finance Budget Analyst.

/s/ Diana L. Ducay

Diana L. Ducay
Program Budget Manager

Attachments